STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
NOVEMBER 29, 2000

ATTENDEES:

Bill Perkins, Chair	Steve Adams	Mike Backer
Dennis Bax	John Bax	Rich Beckwith
Matt Blotevogel	Karen Boeger	Jana Bott
Vic Buechter	Kathy Burris	Carolyn Cook
Jeff Falter	Jan Grecian	Cliff Gronauer
Jill Hansen	Russell Helm	Gina Hodge
Ritchie Jenkins	Gary Lyndaker	Carl Medley, Jr.
Bob Meinhardt	Sheri Morice	Mike Miller
Jim Myers	John Namassy	Bob Ordway
Jim Poole	Cindy Renick	Tom Robbins
Jim Roggero	Darla Rutledge	Jim Schutt
Joe Stevenson	Tom Stokes	Gail Wekenborg
Ron Welschmeyer	Tony Wening	Gerry Wethington
Mary Willingham	Lanny Wingate	Paul Wright

Bill Perkins opened the meeting at 8:30 a.m. He noted that Betty Rottmann has left the Department of Elementary and Secondary Education and accepted a position outside of state government. He expressed appreciation for her efforts for state government. ITAB representatives presented her with the Making A Difference Award on her last day with DESE. Bill also noted that a vote will be taken later in the meeting to select the ITAB Vice-chair for next year. He noted that Jim Roggero has volunteered to present the first Agency Profile as was discussed at the offsite meeting. Any agency that would like to present at the December ITAB meeting should contact Bill or Carolyn to get on the schedule.

AGENCY PROFILE

1.   OSCA IT Update

        Jim Roggero introduced Bob Ordway and Jana Bott with the Office of State Courts Administrator. Bob and Jana presented an update on the Court Automation Project and other IT projects currently underway at the Office of State Courts Administrator. Handouts of the presentation were also distributed to those present.

ACTION ITEMS

1.   Approval of the October 4, 2000, Information Technology Advisory Board Meeting Minutes

        Bill Perkins asked if there were any changes, additions or deletions; there were none. The minutes of the October 4, 2000, meeting were approved as written.

2.   Approval of the October 25, 2000, Information Technology Advisory Board Meeting Minutes

        Bill Perkins asked if there were any changes, additions or deletions; there were none. The minutes of the October 25, 2000, meeting were approved as written.

3.   ITAB Vice-chair Selection

        Ballots to select the ITAB Vice-chair were distributed to those present. The individuals listed on the ballot were Tim Dwyer, Jill Hansen and Gary Lyndaker. Jill and Gary each gave a brief synopsis of their backgrounds. Tim was not present. Jill Hansen was selected as the Vice-chair for 2001.

GENERAL BUSINESS

1.   CIO Update

Gerry Wethington stated the ATM contract is scheduled to expire in March and the Network Products contract expires in June or July. The ATM contract will be extended to coincide with the Network Products contract's expiration date. Gerry noted he would like to these two contracts combined into one and handled by OA/DIS. In April, the network services contract expires. This contract is used to secure consulting services through IBM on infrastructure issues. He plans to pursue using the WISKA contract for infrastructure services through IBM.

Since the last meeting, the Architecture Committee has met twice. Their principal charge is to complete and define the architectural management domain by the end of the year. This is necessary since this domain will provide the governance of the other domains needed to support E-Government and other projects. An architectural developer will be meeting with this group in December for two days to begin the development of the architectural framework. These services will be used in the completion of the definition. This domain will establish the content and format of the other domains from that point forward. After the first of the year, the roll out of the domains with the customer centric view will begin in six to eight week cycles. These will include application modeling, middleware, security, privacy, search engine, business intelligence and help desk.

Gerry stated that he, Bill Perkins, Jan Grecian and Betty Rottmann developed a transition document that outlines the accomplishments that have occurred due to the collaborative efforts of OIT and ITAB. This document was provided to Dick Hanson last week, who recommended holding it until the next Chief of Staff and Commission of Administration are selected. The document will be reviewed again and possibly some elements added. The document is currently two pages (front and back). If additional items are added, it could increase to three pages. It should be released in the next couple weeks. He will distribute a draft of the document to the ITAB members. He asked that everyone review the draft and report any on important items that were not included.

Gerry stated that information on the liaison program is to be emailed to the agencies soon. The liaison program will link OIT staff with specific agencies. He has tried to group agencies together with similarities. He asked the agencies to be open in communicating with their liaison. He suggested the agencies to meet with their liaison every four to six weeks to discuss strategies and priorities. The program is ready to initiate. He will summarize the discussions he has had with the agencies and provide this information to the liaisons.

2.   E-Government Committee Update

Gerry Wethington noted that the E-Government report has been distributed to all department directors, interview participants, budget analysts, ITAB, Architecture Committee, and Security Committee members. A summary transition report has also been prepared and submitted to the Budget Office and Dick Hanson last week. After the first of the year, Gerry will begin developing a series of working groups for the E-Government areas. He solicited assistance from the agencies to serve on these working groups when contacted. He has meetings scheduled with Marty Drewel and Steve Price that will allow him the opportunity to discuss the E-Government plan and the associated budget with them. This will provide these individuals with a better understanding of the plan and allow them to report back to their Appropriation Committees. They will be discussing priorities and approaches to the plan and determining strategies and realistic goals. Gerry stated he is anticipating a number of contracts will be necessary to effectively work through the upcoming projects relating to E-Government. He would like to use an open process in the development of the Request for Proposals (RFP). The three environments are infrastructure, B2B and application. He plans to define the process and then discuss it at a future ITAB meeting and then place it out on Purchasing's website. A series of workshops would be scheduled to first develop a draft of a table

of contents for the areas of infrastructure. The RFP would then be completed from the contents. He would like to engage corporate representatives to ensure the process is workable for them. As there was no expressed opposition to the plan, Gerry will proceed as planned. This will be managed out of Purchasing's website instead of OIT's.

3.   Performance Measures Update

Bill Perkins reported that this committee continues to meet. They are working on a data sheet to capture project information to include name of project manager, the size of project and space to compare information when the project is done. They plan to discuss with Karen Boeger in Purchasing to ensure vendor information is appropriate. The group is striving to keep the report simple and detailed without being too cumbersome. The committee will meet again in December. They are still planning to make their presentation to ITAB during the first quarter as close to January as possible. OIT is checking to see if they can accumulate the information through their website.

4.   Project Management Update

Tom Stokes informed the group that the evaluation process for the Project Management training is completed and the contract is close to being awarded. Tom Robbins will work with the new vendor to schedule the classes and handle the enrollment process this time through MOTEC. He noted that one risk management plan is to be submitted with the E-Government Form 5. A meeting will be scheduled soon to begin working on this. All agencies with E-Government projects are invited to participate in the meeting. Participation in the planning will be mandatory for agencies with E-Government projects costing over $250,000. Bill Perkins offered to facilitate the meeting.

5.   SAM II Update

Jim Schutt reported that the first group of agencies had successfully converted over to SAM II. This transition was smoother than the financial one. Some issues were noted with the rounding process, which resulted in a difference in taxes. The help desk is receiving approximately 75 calls per day. Mary Willingham noted that the communications for this phase of implementation was much improved over the prior implementation. Bill Perkins noted that Revenue's HR office has developed a tape on the new SAM II twice-monthly payroll process for state employees. Any agency that would like to view the tape should contact Bill.

6.   SAM II Reporting Update

It was noted that the reporting process appears to be working well.

7.   Architectural Standards Update

This item was covered under the CIO Update.

8.   Prime Vendor Update

Carl Medley stated that there was a good turnout for the web training class announced at the last meeting. There were 66 attendees for the eight sessions. Approximately 20 vendors attended the vendor fair held at Capital Plaza in mid-November. There were over 250 attendees at this event. He announced that the select agreement with Microsoft on licenses only is now in place. Pricing information is available on the website. The academic select agreement is expected to be in place within two weeks. It will be announced on the website when it becomes available. System servers and applications orders should be submitted to assist with obtaining better pricing for the new contract. He reported that the Oversight Committee is developing a statement on the availability of consumer line products, which defines the purpose. He will have a report

on this item next month. Progress is being made on making Apple products available to the state. He will also report next month on the status of whether plotters should be included in the prime vendor contract. He noted the state has now passed 90 days into the transition with World Wide Technologies. He is nearing completion on the initial meetings with the agencies and will begin the second round of meetings soon. Jim Poole recounted a recent incident in which a software product was purchased through prime vendor at a considerably higher price than the vendor offered directly to the state agency. If this or a similar situation arises, agencies are to contact Carl Medley directly to see if anything can be done.

9.   Internet/MOREnet Update

Tony Wening noted that MOREnet is in the process of upgrading its DS3 connections out to the Internet. He stated that money was provided out of the project to connect public libraries evaluating for online reference resources. They are in the final stages of evaluating the RFP responses for a business resource database. An announcement will be sent out relating to this in the next ten days. It is scheduled to begin in January.

10.   Internet Support and Service Update

There was no update provided at this meeting. Lanny Wingate noted that the new Internet rate was distributed to the agencies.

11.   Statewide Purchasing Update

Karen Boeger distributed handouts on the statewide contracts and project log. Statewide COOL Consulting is targeted for completion by the end of this month. IBI and Project Management contracts are almost completed. A letter is being prepared to send to Oracle, outlining the state's requirements for the contract. Dependent on Oracle's response, this contract could be re-bid. A pre-bid is being held today on statewide wiring. A disaster recovery contract is on the horizon. She will remove the barcoding/mag stripe and insurance database contracts from the listing of IT contracts.

12.   Personnel Committee Update

There was no update on this item. Bill Perkins noted that an ITAB Charter committee was formed to review the committee structure. Members of the committee include Bill Perkins, Jim Roggero, Jearl Reagan, Gerry Wethington, and Ron Welschmeyer. The following lists are expected to be formed: standing committees that continue indefinitely, special committees that are short-term, steering committees and a list of liaisons. The vacant committee chairs will be appointed after the charter is formed.

13.   MOTEC Update

Jill Hansen stated the December MOTEC Steering Committee Meeting will be devoted to a funding mechanism for the upcoming year. Agencies should ensure they have representation at these meetings. Tom Robbins distributed information from Sprint regarding CISCO training. Matt Blotevogel with Sprint stated they are looking at alternate methods of scheduling classes to benefit both the state and Sprint. They plan to schedule their classes in the same manner as the project management classes. Matt and Steve Bremer have been working with Tom to coordinate these. There will be five, five-day sessions for each of the three levels of certification. He asked the agencies to contact him, Steve Bremer or Tom with any questions. A minimum of 16 students would be required per class. Implementation is scheduled to begin by the end of January.

14.   Security Committee Update

Rex Peterson reported this committee has developed a draft of the high-level security principles for the

state. The committee is holding their draft until an architecture group is formed to look at security. This committee may become a subcommittee of the Architecture committee. The committee is scheduled to meet again in December.

15.   State Data Center Steering Committee Update

Gail Wekenborg stated that two of the remaining consolidations have been completed. In July, the State Data Center assumed the technical support for Highway Patrol. Two weeks ago, they also assumed the work from Department of Labor. She thanked both agencies for the cooperation on these projects. Network staff members have also been working on the expansion of MAN, which currently has over 40 connections. Mike Hearst is being recognized later today for his work in this area. Gerry Wethington was the former chair of the Steering Committee; Bill Perkins is the current chair. They have held retreats the past two Octobers. A charter has been created to clarify the role of the Steering Committee and the operation of the Data Center. They are looking at additional focus groups to eliminate some communication problems. In January, an architectural firm was selected to draft a program narrative of their plans for a new data center. The program has been accepted and the firm is working on the design. The schematic design was presented in September and places the Data Center on the Lincoln Farm, also known as the Greenberry Farm, on the south side of the hill. The entrance will be from Route B. Some issues still exist with the schematics of the plan for the printing operation and Data Center. The schematics are being redesigned and should be ready within the next week or so. They expect the construction dollars to be received in early December. The Data Center will house the mainframe and customers' equipment currently housed in the data center and allow room for expansion.

REPORT OF PLANNED/ACTIVE BIDS

There were no planned or active bids reported.

OPEN DISCUSSION

1.   IT Calendar

Gerry noted that the IT calendar discussed at the offsite meeting is still being developed. An email copy will be distributed later for your review. After you have reviewed the calendar, please email back any items you would like to have added to the calendar. He would like to have it finalized by the end of the year.

2.   Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Gary Lyndaker stated that this act deals with any information relating to the health and condition of an individual, provision of healthcare or the payment of healthcare services or items or information that was created or received by a provider, health plan, public health authority, employer life insurer, school or university or healthcare clearinghouse. This affects any organization that deals with healthcare and covers issues other than IT. He distributed handouts explaining the act. Gary agreed to lead a group that will meet periodically to discuss the topic. Anyone who would like to participate in the group should send an email to Gary and he will schedule a meeting.

>   ACTION REQUIRED: Agencies to notify Gary Lyndaker if interested in participating in the
>   HIPAA group meetings. Gary will notify these individuals when the meeting is scheduled.

3.   Lotus Notes Update

Mary Willingham stated she would like to meet with other stakeholders to discuss support problems associated with Lotus Notes. She will send an email through OIT to determine the level of interest in participation. She will schedule a meeting and then notify these individuals.

> ACTION REQUIRED: Agencies to notify Mary Willingham if interested in meeting to discuss Lotus Notes support problems. She will schedule a meeting and then notify these individuals.

4.   Bill Perkins noted that physical security is an issue that may need to be discussed at a future meeting.

REVIEW OF ACTION ITEMS

1.   Agencies to notify Gary Lyndaker if interested in participating in the HIPAA group meetings. Gary will notify these individuals when the meeting is scheduled.
2.   Agencies to notify Mary Willingham if interested in meeting to discuss Lotus Notes support problems. She will schedule a meeting and then notify these individuals.

NEXT MEETING

1.   The next ITAB Meeting is scheduled for **Wednesday, December 20, 2000**, at 8:30 a.m. at the Interpretive Center of the Kirkpatrick State Information Center.

BP/cc